



**OFPPT**

مكتب التكوين المهني وإنعاش الشغل

**ISGI LAAYOUNE**

**SECTION :3**

**ENGLISH PRESENTATION SKILLS  
(EPSs)**

**CLASSROOM INFORMATION**

FULL NAME	
OPTION	
GROUP	
LEVEL	
MODULE	
FORMATIVE YEAR	

**PROF :DIDI MED SALEM**

# GENERAL CONTENTS(Plan)

## 1.WWH QUESTIONS :

- a.What is a presentation ?
- b. Why a presentation ?
- c. How can you make a good presentation?

## 2. GENERAL FIGURES :

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- b.FIGURE :2 The BDA stages of a Presentation
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## 6.PRACTICAL APPLICATIONS:

- a.Written Practical Applications : PRACTICE :1&2 SEE P 5 1st /2nd part S:3 EPSs
- b.ORAL PRACTICAL APPLICATIONS :

## GIVING PRESENTATIONS

## EXPLANATION :

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### **b.Reasons Why Presentations Matter?**

- R 1. Inform, Educate, and Motivate the Listeners
- R 2. Increase Audience Engagement
- R 3. Offer Flexibility in Delivering/ sending Information
- R 4. Readily Accessible Communication Tool
- R 5. Portray/expose the Brand Image of Your Company ( for business communication )

#### **EXPLANATION :**

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### **c.Howto make a presentation ?**

Learning how to make a presentation is an incredibly useful skill to have in your tool belt, especially since 55% of an effective presentation comes down to non-verbal communication.

#### **EXPLANATION :**

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## Planning Your Presentation

**“A person without a plan is lost before they start.” - Lewis K Bendele**

**This quote stands true for many aspects of life, but especially for making a presentation that’s powerful and memorable.**

**If you’re wondering how to make a presentation amazing, then you need to know that it all starts out by choosing a great topic angle: viewpoint, deciding on your presentation’s purpose, and creating a solid structure and outline.**

**In this section, you’ll find tips and tricks to help you better plan your presentations**

**EXPLANATION :**

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**Skill:1. Choose the topic of your presentation**

ˆ Choosing the topic of your presentation is arguably/may be one of the most important parts of presentation creation.

ˆ If you're a student or a trainee looking for presentation topics, check out our list of the selected topics covering various subjects to find something you like.

ˆ If you're a business professional, and you don't have the luxury of picking out your presentation topic, that's okay. You can always find a unique angle:viewpoint, such as focusing on a specific problem.

ˆ Even if it doesn't seem to be an exciting topic, you can still make your presentation engaging with the right presentation skills and eye-catching presentation visuals.

**EXPLANATION :**

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### **SKILL3. Consider your audience AND speak their language.**

- Now, not only do you**
- Need to know your topic well, but you also need to know and study your future audience just as well. Why?**
- Because by knowing your crowd's interests, attention span/distance and pain points(weakness points), you'll be able to connect them through your presentation. Plus, you'll be in a better position to solve their problems and add value to their lives.**
- For example, an advanced, data-driven presentation full of technical jargon/ dialect language might not be the best idea if you're presenting to someone who is new to your field and unfamiliar with complicated terms.**
- It might end up confusing them instead of leaving a strong impact. You need to be able to**
- speak their language and meet them on their level.**
- Going back to the example above, your presentation would likely be more successful if you simplify the information and start with the basics before jumping into the data and technicalities.**

**EXPLANATION :**

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## **SKILL9. Use Positive Visual Aids.**

☐ **Positive visualization can help you. You can imagine a good outcome for a situation. It is more likely to happen that way if you do it in your mind. This is how you can use positive visualization in your presentation:**

☐ **- Your presentation should have a visual aid that shows what's being talked about, like a PowerPoint or other type of chart showing trends. Don't just read off slides — be sure to engage with the visuals as well. If you're using a PowerPoint, for example, click on the chart or graph and say something about it.**

☐ **- If you have written slides like bullet points to summarize your talk: put those up at the beginning of your presentation so that people can see them before going into detail. This is also called an "outline" in some places, and it's a great way to summarize what you're going to talk about so that your audience remains engaged.**

☐ **- If you can, try using videos or pictures in addition to words on slides — this will help engage the audience and keep them from being distracted by reading everything off the screen. It also allows you to change slides without having to read everything off the screen, making it more difficult for people to follow along.**

☐ **- If you don't have visuals and need them: try using a podcast or video (YouTube) that will bring your presentation to life with sound effects, music, voiceovers/Narrations, etc. This is one way to help the audience imagine what you're talking about and keep them engaged.**

**EXPLANATION :**

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## 2.GENERAL FIGURES

### A.FIGURE :1 The main /The Key Elements of a Presentation

Making a presentation is a way of communicating your thoughts and ideas to an audience .

See FIGURE 1 on the whiteboard

Figure	key

**Explanation:**

#### **Presenter/SPEAKERS**

The role of the presenter is to communicate with the audience and control the presentation.

Remember, though, that this may also include handing over the control to your audience, especially if you want some kind of interaction

#### **Audience/LISTENERS**

The audience receives the presenter's message(s).

However, this reception will be filtered through and affected by such things as the listener's own experience, knowledge and personal sense of values.

**Message**

**The message or messages are delivered by the presenter to the audience.**

**The message is delivered not just by the spoken word (verbal communication) but can be augmented by techniques such as voice projection, body language, gestures, eye contact (non-verbal communication), and visual aids.**

**The message will also be affected by the audience's expectations. For example, if you have been billed( owed) as speaking on one particular topic, and you choose to speak on another, the audience is unlikely to take your message on board even if you present very well. They will judge your presentation a failure, because you have not met their expectations.**

## **Reaction and Feedback**

**The audience's reaction and therefore the success of the presentation will largely depend upon whether you, as presenter, effectively communicated your message, and whether it met their expectations.**

**As a presenter, you don't control the audience's expectations. What you can do is find out what they have been told about you by the conference organizers, and what they are expecting to hear. Only if you know that can you be confident of delivering something that will meet expectations.**

## **Method**

**How will the presentation be delivered?**

**Presentations are usually delivered direct to an audience. However, there may be occasions where they are delivered from a distance over the Internet using video conferencing systems, such as Skype.**

**It is also important to remember that if your talk is recorded and posted on the internet, then people may be able to access it for several years.**

## **Impediments /barriers/obstacles**

**Many factors can influence the effectiveness of how your message is communicated to the audience.**

**ˆ For example background noise or other distractions, an overly warm or cool room, or the time of day and state of audience alertness/awareness can all influence your audience's level of concentration.**

**ˆ As presenter, you have to be prepared to cope/handle/manage with any such problems and try to keep your audience focused on your message.**

## B.FIGURE :2 B. THE BDA STAGES OF A PRESENTATION

### Steps To Create a Presentation

Any presentation has three phases: preparation, delivery, and follow-up. All presentation skills fit into one of these three phases.

(3 STAGES)

SEE FIGURE 2 ON THE WHITEBOARD

FIGURE	KEY

### EXPLANATION:

Before:

#### ˆ 1.Preparation

ˆ Preparation involves research and building the presentation. Consider the audience you'll be presenting to and what most interests them.<sup>1</sup> This may mean crafting the entire text (or at least writing notes) and creating any slides and other supporting audio/visual materials.

ˆ You will also have to make sure that the appropriate venue is available, properly set up beforehand, and ensure the projector (if you'll need one) works and connects with your laptop.

ˆ You'll also want to practice your presentation as many times as you need to to feel comfortable delivering it with ease and confidence within the time allotted for the presentation.<sup>2</sup>

ˆ Skills related to preparation include conducting research related to your presentation topic, devising charts and graphs depicting your research findings, and learning about your audience to better tailor your presentation to their needs. You'll also need to create digital slides, using statistics, examples, and stories to illustrate your points and effectively to persuade the audience.

ˆ Preparing handouts or digital references is an added courtesy that will help the audience pay attention because they won't be preoccupied with note-taking.

ˆ **During :**

ˆ **Whether you're presenting to 5 people or 500, it's crucial that your presentation be well-rehearsed and thought out in advance. If you have the opportunity, get feedback from a colleague who has seen countless productions before — they know what will make yours stand out, not just from good but also plentiful. One of the best ways to practice your presentation is to record yourself speaking to see what's working and what needs more work.**

ˆ **- Practice in front of a mirror or with friends, colleagues, or family members — this will help you identify facial expressions that might not be conveying the right message for an effective speech.**

ˆ **- While rehearsing: do you sound confident? Are you making eye contact? Do your gestures look natural or like they're trying to compensate for lack of words, too wordy, etc.?**

**- Practice in front of an audience. This will help give you the confidence and insight needed to deliver an excellent presentation.**

**After :**

ˆ **Presentation follow-up includes properly breaking down and storing any equipment, contacting any audience members with whom you agreed to communicate further, and soliciting, collecting, and analyzing feedback.**

ˆ **In some presentations, you may collect information from audience members—such as names and contact information or completed surveys—that you also must organize and store.**

ˆ **Skills related to follow-up include creating an evaluation form to solicit feedback from attendees, interpreting feedback from evaluations, and modifying the content and/or delivery for future presentations. Other follow-up skills include organizing a database of attendees for future presentations, interviewing key attendees to gain additional feedback, and emailing presentation slides to attendees.**







# 3.Sample Plan

^ NAMES OF SPEAKERS:  
 ^ S:1...F.N.....P.N.....  
 ^ S:2...F.N.....P.N.....  
 ^ TIMING:.....

^ TITLE OF A PRESENTATION

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**I.INTRODUCTION:**

**II.MAIN INFORMATION**

**1.Sub-title:1.....**

**a.....**

**b.....**

**c.....**

**2.Sub-title:1.....**

**a.....**

**b.....**

**c.....**

**III.Conclusion**

**PAGE:22**



## **ˆ IMPORTANT NOTE : 2**

**ˆ Making a presentation means actively participating in a project. During a presentation, different actors are involved. The construction of a presentation is therefore not to be taken lightly. You must be able to involve your colleagues and management, while conveying valuable information to them. Based on this observation, it is possible to establish a list of points to be respected in order to succeed in a presentation.**

**ˆ Here are the essential points to make a successful presentation:**

**ˆ Clearly define your objectives before making a presentation**

**ˆ Learning and mastering your subject**

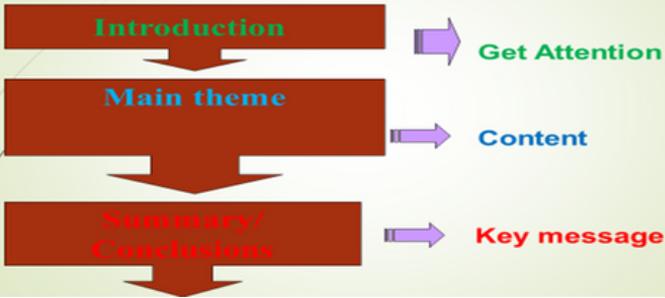
**ˆ Building the plan and thinking about storytelling**

**ˆ Prepare and rehearse your oral presentation**

**ˆ Be natural during the presentation**

**ADDITIONAL FIGURES:**

**FIGURE :1**



**EXPLANATION :**

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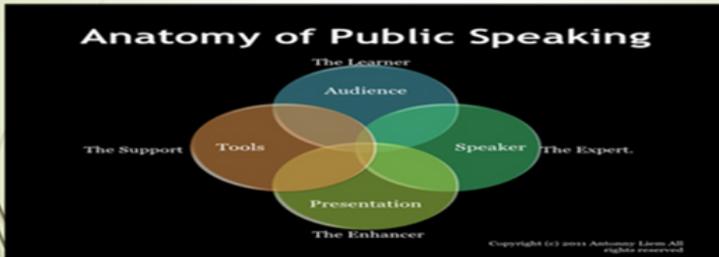
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Steps in Giving Presentation

**FIGURE :2**



**EXPLANATION :**

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Steps in **FIGURE:3**



EXPLANATION :

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**FIGURE:4**

What does the communication constitute of ?



EXPLANATION :

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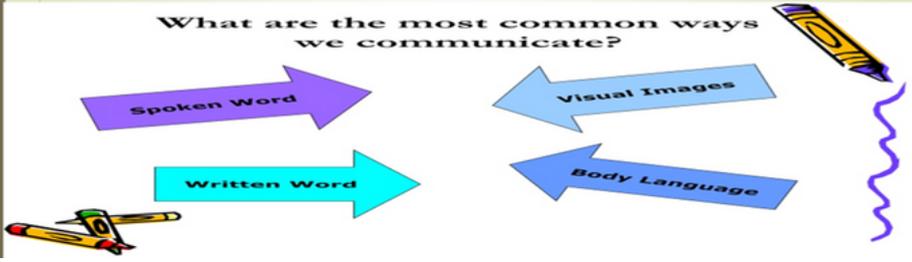
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**FIGURE:5**

What are the most common ways we communicate?



EXPLANATION :

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**FIGURE:6**

**PRESENTATION SKILLS**

Tips and Techniques for Effective Presentation Skills (Female Infographic)



EXPLANATION :

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**5.GENERAL DEBATE:**

^ DISCUSSING ALL THE MAIN POINTS THAT ARE RELATED TO THE SECTION :

^ S: 3 EPSs

^ EFFECTIVE DISCUSSION & COMMUNICATION

**6.PRACTICAL APPLICATIONS:**

a.Written Practical Applications :

**1.PRACTICE 1 : SEE P 6/1st part S:3 EPSs**

<b>BEFORE PRESENTATION</b>									
<b>DURING PRESENTATION</b>									

**1.PRACTICE : 2 SEE P 5/1st part S:3 EPSs**

**6 Recommendations about speaking technique :**

**R:1**.....

**R:2** .....

**R:3** .....

**R:4** .....

**R:5** .....

**R:6** .....





**ADDITIONAL EXPLANATIONS:**

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